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1. How to apply to be a Family Safety Meeting (FSM) Member

Once you have created an account in the Portal, the function to apply as FSM member is in My Account. Sign into the Portal and click on your name on the top right of the screen to access. Click on **FSM Membership** on the navigation menu, then click on the **Apply Here** button.

	My	Account		
My Profile	My Current FS	M Region Memb	perships	
Manage Account	Regions	Role	Status	
FSM Membership	You are currently not	t a member of any FSM re	egion committees.	
	Apply Here to join	n regional FSM committee	95	

Complete the form and nominate what role you will have and what region, read the terms and conditions, then click the **Submit** button.

FSM Membe	ership Application			
First Name	Last Name			
Cara	Solly			
Email	Role Title *			
solcl001@mymail.unisa.edu.au	Project Officer			
Unit / Work Area	Phone *			
	0412153685			
Agency				
Agency Name *				
OPW				
Address				
				۹
Address Line 1 *				
Address Line 2				
Suburb *	State SA		Postcode * 5000	
Your Manager Details Fint Name * My	Last Name * Manager			
Email *	Phone *			
manager@man.ager	0412345678			
Has your manager approved you being a representative on the Family Salety Framework?* Yes No Not Applicable				
Your Application				
Request to join as *				
Member Proxy Chairperson Chairperson Proxy				
Request to join the following regions *				
Adskade Hills Anangu Pilanfajtara Coober Pody Eastern Motro Garwiter & Barossa Limestone Coast Northem Metro Port Augusta Port Pile, Yokes & Mid-North Reverand Western Metro Whyaila		Ceduni Fleurieu Murray Port Lir Southe	u & Kangaroo Island lands nooln	
I agree to abide by the terms of use of the Family Safety Portal.				
				Sub

FSM Membership Application Submitted

Your application has been submitted for consideration.

You will be notified of the result of your application by email.

The Office for Women will review your application. You will receive an email with the outcome. If you need to follow up on your application email DHSFamilySafetyPortal@sa.gov.au. When your application is accepted, you will have access to the information relevant to your role. If you are signed into the Portal at the time of your membership acceptance, you will need to sign out and back in for the change to be activated.

2. How to use the 'Family Safety Meeting Member' aspects of the portal

As an FSM member you will have access to functions using the tabs on the home page.



2.1 Navigating the home page – your dashboard

On the Home page you have quick access to see Upcoming Meetings that you are a member of, Pending Referrals (for FSM Chairs only) Open Cases and Open Actions for your agency.

2.2 View upcoming meetings and completed meeting reports

On the Home page of the Portal the list of Upcoming Meetings will be listed by date order. From this screen you can indicate your attendance or apology in the Response section. You can also click the **Join Meeting** link to join the meeting via MS Teams.

Family Safety Portal	K
Home New Referral My Referrals Cases Actions Meetings FAQ Useful Links	
Meetings	
Status Scheduled •	

To access past meetings, use the **Meetings** menu button and change the status option to All or Completed. To access the meeting report from previous meetings which you were a member of, click on the Meeting No. and click the **Meeting Report** button.

Fami	ly Safe	ty Portal			
Home New F	Referral My Referrals	Cases Actions Meeting	s FAQ Useful Links		
			Meetings		
			i i i go		
Status		_			
Status Completed	¢				
	¢	Scheduled Start	Location	Summary	Status
Completed		Scheduled Start 8/12/2021 10:00 AM	Location Room 1.01	Summary 11 Cases	Status Completed
Completed Meeting No	Region				
Completed Meeting No FSM010069	Region Southern Metro	8/12/2021 10:00 AM	Room 1.01	11 Cases	Completed
Completed Meeting No FSIM010069 FSIM010057	Region Southern Metro Southern Metro	8/12/2021 10:00 AM 24/11/2021 10:00 AM	Room 1.01 Room 1.01	11 Cases 10 Cases	Completed Completed



You can tailor the meeting report to include all cases or select the case you are wanting a report for. The report will be downloaded to your device.

	Download Meeting Report		×	
ty I	Region Southern Metro Cases to include All Selected Only	Date 8/12/2021 Cancel	Download	

2.3 View and add case information

Open Cases will be visible on the Home page and you can access the case by clicking on the Reference No. You can also access all cases using the **Cases** menu button. Use the filtering functions to filter Status (All/Open/Closed/Transferred), and by Region. If you are a Chairperson of an FSM, you also have a Search function to search by person at risk or perpetrator name.

When you have opened a case, you will have access to the risk assessment and referral form, this is shown as a blue pdf icon alongside the person's name.

From the Case Details screen, you can use the tabs to view or add information about Contacts, Case Notes, Actions and Documents.

Fam	nily Safety Porta	I		AB	L
Home	iow Reformal My Refermals Cases Actions 1	Neetings FAQ Useful Link	s		
	\frown	Case Details			
Person at	Risk: victim text 1 🖪				Transfer
Reference No.	Perpetrator View Referral Pdf	Created	Status	Region	
CR-010092	offender testing	22/9/2021	Open	Southern Metro	
Risk Score	Agency	Closed	Closed Calegory		
45	Safer Family Services		-		
Contacts	Case Notes Actions Documents				
Person a	t Risk				
					All Notes >

You can add contact information by clicking on the Contact tab and using the Add Note button which will open the contact form for you to edit.

Person at	t Risk: victim test 1 [3				Transfer
Reference No. CR-010092	Perpetrator offender testing 1		Created 22/9/20	Status 021 Open	Region Southern Me	tro
Risk Score 45	Agency Safer Family Service	5	Closed -	Closed Catego	ry	
Contacts	Case Notes Actions	Documents				
Person	at Risk					All Notes >
Name victim	test 1		Address 1 Iala Ia	ne, seaford SA 5169		
Email -			Mobile -		Phone -	
Gender Femal		Date of Birth 10/10/1984	ATSI No		NESB Yes - Chinese	
						Add Note

You can also add children and other household members using the Add button.

Children Add
No children have been recorded for this case.
Other Household Members Add
No other household members have been recorded for this case.

NOTE: When you add information to the Contact they will appear as case notes. The original Contact information provided in the referral will not be updated on this screen.

To view or add case notes, click on the Case Note tab and Add Note.

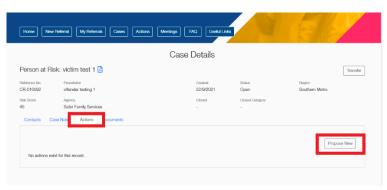
Reference No. CR-010092	Perpetrator	Created 22/9/2021	Status	Region Southern Metro
Risk Score	offender testing 1	ZZ/9/ZUZ I Closed	Open Closed Category	Southern Metro
45	Safer Family Services	-	-	
Contacts Ca	ase Notes Actions Documents			_
All Agencies	•			Add

In the New Note pop up box enter your comment. You are not able to edit your comments once they are saved so check your entry before you click on the **Save** button. You can upload supporting documents as PDF file type. Click **Save**. If you entered incorrect information, make a new comment using the **Add Note** function. If you are concerned about the information you entered email <u>DHSFamilySafetyPortal@sa.gov.au</u>

Í	New Note	×	
	Comment		
ty l			
	Attachments (max 10MB) Choose file	Browse	
Cases	Cano	el Save	
	Case Details		

2.4 View and propose actions for your agency

To propose actions or view actions click on the Actions tab and view actions or click **Propose New.**



3. Attending your Family Safety Meeting

3.1 Indicate if you'll be attending a meeting or are an apology

From the dashboard, you can see the list of Upcoming Meetings and use the **Response** button to let the team know if you able to attend or not. Either Accept or Decline the meeting.

Home N	low Reformal My Reformals	Cases	tions Montings FAQ Useful Links	
			Family Safety Portal	
	Open Cases		2 Open Actions Hydratelite	Pending Referrals
Jpcoming N	feetings			
Jpcoming N Meeting No		Scheduled Start	Location	Meeting Summary Response Link
Meeting No FSM010086			Location Online Using Teams	

You can change your response (accepted or apology) any time before the meeting.

ary	Response	Meeting Link	
s	Accepted	Join Meeting	
es	Apology 🦘	Join Meeting	ľ

3.2 How to join a meeting held via MS Teams from the portal

If the meeting is via MS Teams, you can join the meeting using the **Join Meeting** link from the dashboard.

Upcoming Meetings								
Meeting No	Region	Scheduled Start	Location	Summary	Response	Meeting Link	1	
FSM010052	Whyalla	11/5/2022 10:30 AM	Room 1.01	2 Cases	Accepted 🦘	Join Meeting		

3.3 Making updates during a meeting

You can add case information, propose actions or update actions during the meeting. You will need to refresh the page using the Portal's built in **Refresh** button during the meeting to see other people's additions.

3.4 Meeting reports

You can download meeting records tailored to the cases your agency has an interest in. Remember, this is Official: Sensitive information so must be treated with appropriate security measures in place.

Family	Safety Portal My Referrate Cases Actions Monthings FAQ Useful Links	
	Northern Metro FSM - 6 April 2022	
Attendees Cases	Meeting started at 6/4/2022 11:29 AM, ended at 6/4/2022 11:30 AM Attendees	Meeting Report

4. How to resign as a member of Family Safety Meeting Region

To resign from an FSM on the Portal, access My Account, then **FSM Membership** and click on the **Resign Membership** icon on the right side of the screen.

Home New Referral My Referrals	Cases Actions Meetings FAQ Useful Links	A	AME
	My Account		
My Profile	My Current FSM Region Memberships		
Manage Account	Regions	Role	Status
FSM Membership	Western Metro	Chairperson	Approved
	14 <i>8</i> 8	01.1	

Click Yes on the message box that pops up on the screen.

	··· ·	
	Confirm Resign Membership	×
My C Regic	You are about to resign your position on the Western Metro Fami Safety Meeting.	ily Role
Weste	If you continue you will no longer have access to this region's	Chairpersor
Whya	meeting information and should no longer attend the meetings. If	Chairpersor
Unkn	you are a representative of a mandated agency please ensure the your agency has a representative on this FSM before you resign.	at Chairpersor
Port A	, , , , , , , , ,	Chairpersor
Port L	Do you wish to continue?	Chairpersor
Port F		Chairpersor
Riverl	No Yes	Chairpersor
Northe	ern Metro	Chairpersor
Limes	tone Coast	Chairpersor